



POSITION VACANCY
JUDICIAL ASSISTANT
YELLOWSTONE NATIONAL PARK
MAMMOTH HOT SPRINGS
PART TIME (20 hours per week)
PERMANENT YEAR ROUND POSITION
Job Announcement 2014-03

SALARY RANGE: \$28,991 TO \$37,688 (JSP 1-11 annual part time salary)
Depending on qualifications and experience

CLOSING DATE: Open until filled - Applications received prior to July 15, 2014 will be given priority.

LOCATION: Mammoth Hot Springs, Yellowstone National Park, Wyoming

The United States District Court, District of Wyoming, is seeking a part-time Judicial Assistant to U.S. Magistrate Judge Mark L. Carman in Mammoth Hot Springs, Yellowstone National Park, Wyoming. Incumbent must be a team player who is dependable, detail oriented and able to work in a multitask environment. This position carries with it a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively.

Qualifications:

- General experience in progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and word processing. The position requires administrative skills and a familiarity with legal terminology and forms. Applicants must have excellent communication, grammar, spelling, word processing, and automation skills. Proficiency in Word, Wordperfect, and Windows. Discretion and confidentiality are a must. Qualified applicants must have excellent communication and interpersonal skills. Prior court/legal experience is preferred. Knowledge of the Court's Case Management/Electronic Case Filing (CM/ECF) System is also preferred.
- Specialized experience in progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in judge's chambers, law, insurance or real estate offices).
- Two years of general experience and six years of specialized experience are preferred.

Education:

- Education in a college or university may be substituted for a maximum of one year of the general experience.
- A Bachelor's degree may be substituted for two years of general experience.
- It is preferred that such education or degree would consist of legal, paralegal, government, public or business administration.

Responsibilities:

- Providing administrative and clerical support to the U.S. Magistrate Judge
- Calendar management
- Editing, correcting and conforming orders and other documents prepared in and submitted to Chambers
- Assisting attorneys in obtaining hearing dates
- Assisting Clerk's Office regarding trials, orders and other matters
- Monitoring pending adversary proceedings to ensure proper case flow
- Preparing correspondence and pleadings
- Preparing orders after court hearings
- Maintaining confidential records
- Acting as liaison on the Judge's behalf to and from the legal community
- Answering and screening telephone calls to Judge's Chambers
- Coordinating travel arrangements for the Judge and law clerks
- Making reservations for workshops and seminars
- Preparing travel expense reports for the Judge and law clerks
- Other duties as assigned

Other Information:

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.

- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Courts serve under “excepted appointments” and are considered “at will” employees.
- The final candidate will be subject to a background check and fingerprinting.
- Benefits: all benefits federal employees are entitled including 10 paid holidays annually, accrual of vacation and sick leave, participation in Thrift Saving Plan, and health and life insurances.

How to apply:

Submit a detailed resume of education, work experience, and salary history and Form AO 78 (available on our website at www.wyd.uscourts.gov), together with a cover letter in sealed envelope marked **CONFIDENTIAL**, to:

United States District Court
Attention: Chief Deputy
P. O. Box 1348
Cheyenne, WY 82003-1348

Or by email to hr@wyd.uscourts.gov

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview with reference request. All other applications will be kept on file with the Clerk for a period of one year.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER